

Procedure No. 6-06
Petty Cash Fund, Change Fund, and Checking Account Audit Questionnaire

| Question | Yes | No | Comments |
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| 1. Does the department have current written procedures on petty cash funds, change funds, and checking accounts? | | | |
| 2. Is the department authorized in writing to maintain the petty cash fund, change fund, or checking account? | | | |
| 3. Are employees charged with cash handling or checking account responsibilities adequately trained in cash handling and record keeping techniques? | | | |
| 4. Is the fund custodian prohibited from authorizing disbursements or signing checks? | | | |
| 5. Do the procedures prohibit individuals authorized to approve disbursements or sign checks to have access to the funds or blank checks? | | | |
| 6. Do the procedures clearly prohibit that the funds be used to cash checks or loan money to employees? | | | |
| 7. Are purchases reviewed to ensure sufficient justification and documentation prior to approval? | | | |
| 8. Are purchases reviewed to ensure that the items are not available from existing City stores or contracts? | | | |
| 9. Are purchases reviewed to ensure that any special approval requirements are met? | | | |
| 10. Are purchases reviewed to ensure that they are within authorized purchase limits? | | | |
| 11. Are purchases made at the lowest price available by obtaining price quotes? | | | |
| 12. Is a petty cash voucher prepared for each expenditure and are proper signatures obtained prior to disbursement of funds? | | | |
| 13. Are vouchers filled out in ink? | | | |
| 14. When funds are disbursed, are vouchers and supporting documentation canceled or marked "Paid"? | | | |
| 15. Do the procedures clearly prohibit checks to be drawn to "Cash" or signed without a payee? | | | |
| 16. Are unused checks or cash adequately safeguarded? | | | |
| 17. Are unused checks periodically inventoried? | | | |
| 18. Are voided checks properly canceled and retained? | | | |
| 19. Is the list of authorized checking account signers kept current? | | | |
| 20. Do the procedures clearly require prompt deposit of replenishment checks and cash receipts and are | | | |

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| these procedures followed? | | | |
| 21. Is the list of staff authorized to have access to the safe documented and properly approved? | | | |
| 22. Are bank reconciliations performed on schedule by other than the account custodian? | | | |
| 23. Are the reconciliations initialed and dated by the preparer? | | | |
| 24. Are surprise cash counts of the petty cash fund performed at least twice a year? | | | |
| 25. Are the surprise cash counts documented, signed and dated by the counter and the custodian? | | | |
| 26. Is there a record kept of cash count or bank reconciliation exceptions, resolution of problems, and approval of reports? | | | |
| 27. Are the vouchers reviewed to ensure correct expenditure coding? | | | |
| 28. Does the fund and/or the checking account meet the department's needs? | | | |
| 29. Are personal funds segregated from the City funds or checking account? | | | |
| 30. Are cash overages and shortages documented and reported in accordance with City procedure (FAM 4.5)? | | | |
| 31. Are petty cash funds administered and documented in accordance with City procedures (FAM 5.6)? | | | |